DOCUMENT RESUME

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ABSTRACT

This document describes the Kentucky Manufacturing Skill Standards (KMSS) development process. The Manufacturing Standards project is divided into three phases: standards, assessment, and curriculum. The vision of this project is to identify a standards-driven assessment process and determine the level of competency and understanding. This data will be used to develop curriculum products targeted to meet the specific needs of individuals participating in the KMSS assessment. Through this process, a positive impact can be made upon the manufacturing workforce in Kentucky. Key curriculum issues include: (1) aligning existing and future technical curriculum to manufacturing standards; (2) utilizing assessment data to develop curriculum modules and sub units; (3) validating "high stakes" curricula through an established process as with assessment items; (4) piloting "high stakes" curriculum through pre-test and post-test processes to further establish validity; and (5) developing specific, targeted, and appropriate curriculum to match assessment levels. After consideration of these factors, it is necessary to implement a leveled process to provide targeted instruction to individuals who need additional help to meet expectations. The first step of this process begins with the assessment. The second step involves the training plan, and the third step involves the instruction and the process of re-testing. (AUTH/JA)

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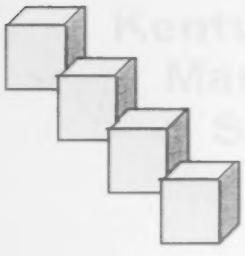

KCTCS
Kentucky Manufacturing Skill Standards
Assessment Center/Assessment Provider
Application

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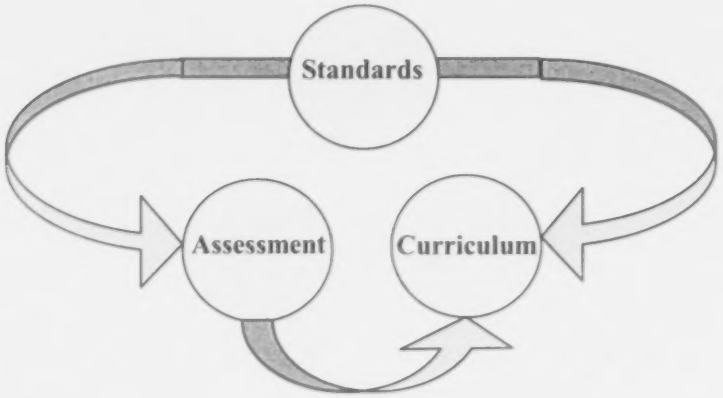
Overview of the Kentucky Manufacturing Skill Standards Development Process

Overview:

The Manufacturing Standards project is divided over three distinct phases: Phase I – Standards, Phase II – Assessment, and Phase III - Curriculum. The vision of this project is to identify a standards-driven assessment process; then a determination of the level of competency and understanding. This data will be used to develop curriculum products *targeted* to meet the specific needs of individuals participating in the KMSS Assessment. Through this process, a positive impact can be made upon the manufacturing workforce in Kentucky.



Key Curriculum Issues:

- Align existing and future technical curriculum to Manufacturing Standards.
- Utilize assessment data to develop curriculum modules and sub units.
- Validate "High Stakes" Curriculum through an established process as with assessment items, i.e. Technical Committee Review and Approval.
- Pilot "High Stakes Curriculum through pre-test/post-test process to further establish validity.
- Develop specific, targeted and appropriately leveled curriculum to match assessment levels.

KMSS Remediation Plan: After consideration of factors identified above it is necessary to implement a leveled process to provide targeted instruction to individuals who need additional help to meet expectations. The first step of this process begins with the assessment, the second step involves the training plan, and the third step involves the instruction and the process of re-testing.

Assessment Process:

Contact is established with potential test-takers through Community and Economic Development Coordinators, WINS Agents, Adult Education Training Providers or others to identify number of assessments to given. KCTCS will conduct the assessment utilizing the following process:

1. Secure approval of this application from KCTCS –
   - Jamie Justice – 859-246-3138 ext. 1202
   - Jamie.justice@kctcs.net
2. Contact Denise Welch to establish test date, location, and number of assessments. 859-246-3146 or at http://kctcs.net/businessindustry/kmss/index.html
3. KCTCS will provide assessment materials to testing center. Testing center will verify the training provider or contact for those who need remedial instruction prior to assessment. This data will be included in a follow up letter to the individual taking the assessment; additionally included, a list of KCTCS specific contacts as an attachment to the document.
4. Applicant signs appropriate release form(s) and completes assessment.
5. Assessment scores, certificates and follow up letters will be forwarded from KCTCS directly to individuals, employers and assessment administrators as appropriate.
6. Follow up letters to unsuccessful candidates will be mailed along with a contact name of CEDC's (Community and Economic Development Coordinator) from KCTCS, Adult Education or other testing center for future remediation.

Assessment Cost:

The KMSS is $30.00 per assessment. This price includes all associated costs of development, certification and other factors. Additionally, each entity providing the assessment will be reimbursed on a cost recovery basis or a flat fee of $10.00.

Training Plan: Unsuccessful candidates of the KMSS Assessment may opt to pursue remedial training offered through a variety of sources and programs that may include web based instruction, direct instruction, credit and non-credit offerings and others as available. To determine the type of remedial, the individual's assessment results will be evaluated to match appropriate instruction targeted specifically to the individual's needs.

Process:

1. Individual contacts KCTCS, Adult Education or other participating training provider regarding additional instruction. Contact information is provided in results letter. (KCTCS - CEDC, Adult Education Center or other as identified prior to assessment)
2. Contact reviews assessment results and provides options for additional instruction: courses, programs, distance learning, etc.
3. Individual chooses best instructional option and enrolls for training.

Instructional Delivery: Currently a comprehensive curriculum is in the development stage that targets instruction to the KMSS Assessment. This curriculum will be available (January and February 2001) as the first components are developed and validated. Consequently, the following outlines a process for both situations – use of existing and implementation of new curriculum. **Each assessment center or training provider must identify methods to meet training need prior to delivering assessment.**

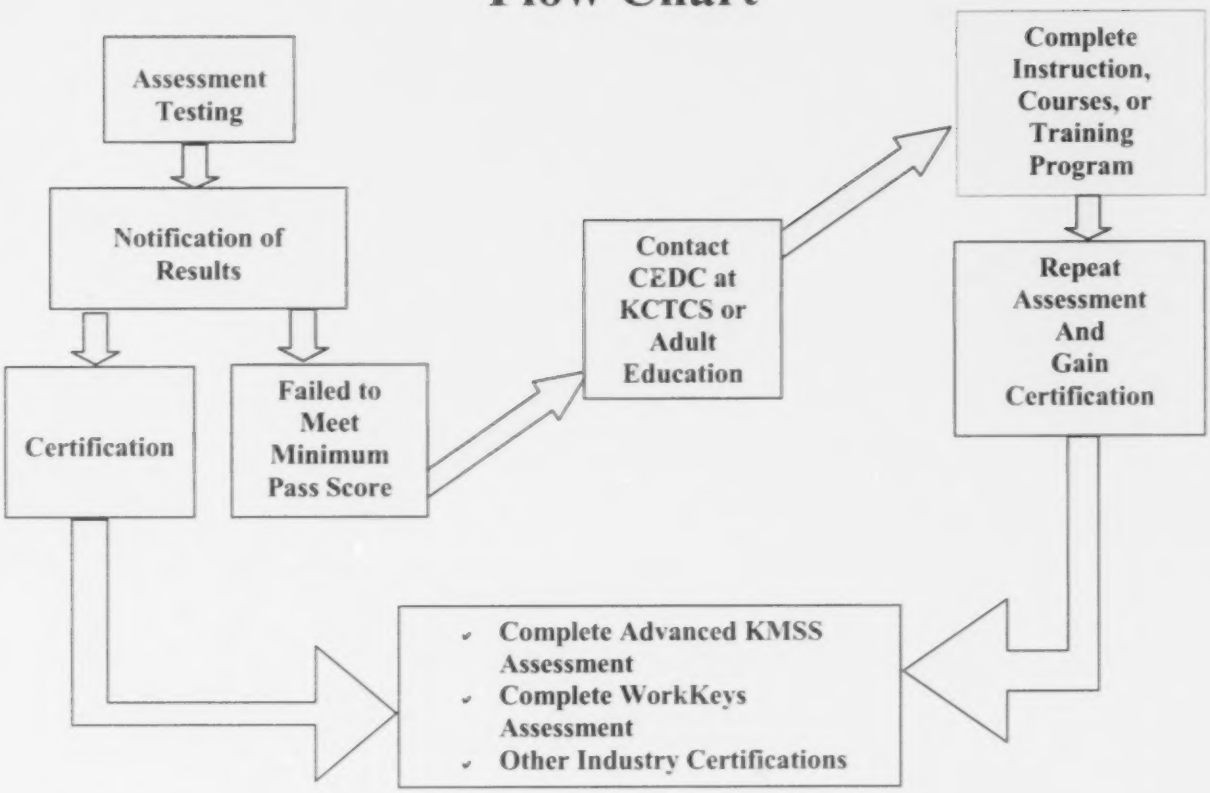
Meeting Immediate Need:

- Evaluate individual needs as indicated on assessment results.
- Determine application of available curriculum:
    - Adult Education Courses
    - KCTCS training programs or credit programs
    - Develop customized training using existing programs, equipment and personnel
    - Utilize on line courses, ACT Center courses (where available) and other vendor products.
- Deliver Instruction.

Long Term – KMSS Curriculum

- Evaluate individual needs as indicated on assessment results.
- Determine required modules and/or units.
- Deliver instruction

Flow Chart


Assessment Testing
Notification of Results
Certification
Failed to Meet Minimum Pass Score
Contact CEDC at KCTCS or Adult Education
Complete Instruction, Courses, or Training Program
Repeat Assessment And Gain Certification
Complete Advanced KMSS Assessment
Complete WorkKeys Assessment
Other Industry Certifications

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TEST ADMINISTRATOR'S RESPONSIBILITIES

It is your responsibility as the test administrator of record to safe[illegible]rd and administer the test as outlined in this manual. Please note the following test administrator responsibilities:

- Set up and oversee the entire administration of the test.
- Follow the directions as stated in the ***Test Administration Manual***.
- Maintain the security of the test and its administration.
- Maintain an environment that will safeguard the confidentiality of the test.
- Set up the test environment approximately one-half hour before the test is to start.
- Arrange for special accommodations if necessary.
- Provide a quiet and comfortable test environment.
- Announce the time remaining periodically during the test.
- Never leave the testing materials or candidates unattended after the test booklets have been distributed.
- Observe the candidates at all times during the test.
- Prior to and at the conclusion of the test administration, account for all test materials and return them promptly.

Application

Section I: Applicant Information

Name:	
Address:	
Phone Number:	
Fax Number:	
Email Address:	
Agency Represented:	
Individuals Delivering Assessment: (Proctors)	

Section II: Assessment Plan:

Please describe your plan for delivery of assessments, i.e. locations, time frame, other.

Section III: Training Plan

Describe methods used to provide remedial or targeted instruction to unsuccessful assessment candidates.

Section IV: Partnerships

Identify all partners involved in providing training, assessment or other means of participation.

Section V: Funding Sources:

Identify projects or grants or other funding sources used to support assessment. This includes projected or future plans.

Section VI: RELEASE

Skill Standards Assessment/Curriculum

Confidential Agreement Form

The completion of the "*Confidential Agreement Form" by* individuals involved in the ***Kentucky Manufacturing Skill Standards Assessment/Curriculum Development Project*** is a critical step in maintaining security of the test items, the assessment test forms and other documents deemed confidential by the Kentucky Manufacturing Skill Standards Management Team (KMSS-MT), and therefore must be documented on the following form:

I agree to maintain the confidentiality of the test items, assessment test forms, and other documents deemed confidential by the KMSS-MT, that have been developed for the ***Kentucky Manufacturing Skill Standards Assessment/Curriculum Development Project.***

Signatures:

Assessment Provider: _____

Date: _____

Assessment Provider: _____

Date: _____

Assessment Provider: _____

Date: _____

KCTCS Use Only
All releases and documentation complete and received. _____ *Date:*
The application above is approved: _____ *James Justice, Director* *Technical Education/Workforce Development* *KCTCS* *Date:*
The application above is not approved for following reasons: _____ *James Justice, Director* *Technical Education/Workforce Development* *KCTCS* *Date:*
*Assessment Center/Provider Code Number:*_____

Kentucky Manufacturing Skill Standards
Test Security Checklist

Test Security

The security of the test materials is critically important and, as the test administrator, you are responsible for maintaining complete control of the test materials. Prior to testing, store the test materials in a secure location. Upon completion of the test, collect and count the test booklets and answer sheets. Review the accuracy and completeness of the demographic coded information presented on each answer sheet, including last name, first name, and identification number before packaging the material for shipment.

Please check the test materials listed on this form as soon as you receive the materials. Verify the number indicated as the number you received. If there is a discrepancy between the number listed and the number you received, please call Denise Welch at 877-528-2748 ext. 1331.

LOCATION: _____ TEST: _____ DATE: _____

MATERIALS PACKED/RECEIVED

PACKED	RECEIVED
Test Administrator's Report Form	_____
Test Administration Manual	_____
Answer Sheets	_____
Test Booklets	_____
Extra Test Booklet and Answer Sheet	_____
UPS Air Bill (for return)	_____

ACTIVITIES FOLLOWING THE COMPLETETION OF THE TEST

Count and record the number of the following items. Package the test materials and ship by UPS using the enclosed air bill. The original box may be used to return the completed tests. Make sure that the box is securely sealed and that the shipping label is attached.

RECORD THE NUMBER PACKED

_____ **Security Checklist**

_____ **Used Test Booklets**

_____ **Test Administrator's Report Form**

_____ **Completed Answer Sheets**

_____ **Extra Unused Materials**

TEST ADMINISTRATOR'S SIGNATURE:

_____ ***DATE:*** _____